

WOODY'S WORLD

**EVERY JOB IS A SELF-PORTRAIT
OF THE PERSON WHO DID IT.
AUTOGRAPH YOUR WORK
WITH EXCELLENCE.**

NEW TRAINING OPPORTUNITY FOR BEGINNING GLAZIERS

HOLLY ANDERSON, TECHNICAL SALES & TRAINING COORDINATOR



**QUALITY &
CONSISTENCY
ARE A TEAM
EFFORT**

Some really exciting things have been happening with our end user training programs. You many have noticed a large group of visitors here a couple of weeks ago. Those folks were here representing the International Union of Painters and Allied Trades (IUPAT) from across the country and Canada.

**This is an amazing
opportunity to
develop brand
loyalty at the
ground level of
the trade!**

They had reached out to us with the request of developing a "Train the Trainer" program where we would train them on general maintenance and proper use of our products.



Once back at their respective schools, the information they learned here would be taught to their students as they learn the glazing trade. This is an amazing opportunity to develop brand loyalty at the ground level of the trade!

We'll be working closely with them to bring in more instructors and develop recertification programs which they'll be required to take every couple of years to remain current with the content they deliver to their students.

I want to thank everyone who help with this first group and thank everyone in production for being so gracious with their time while the IUPAT Instructors were on the floor. They were blown away with your hospitality and really impressed with our processes. Your kindness to our guests does not go unnoticed!



HAPPY BIRTHDAY

SEPTEMBER BIRTHDAYS

Wade Schmier	1
Darin Eggert	3
Steven Hiller	4
Dustin Dozhier	8
Barry Wood	14
Matthew Grisham	17
Dan Currier	19
Jayson Lundberg	20
Curtis Hartman	22
Millissa Langve	27
Sean Erickson	29

OCTOBER BIRTHDAYS

Mary Wallace	1
Byron LaRue	3
Daniel Schlecty	4
Alex Poore	9
Karla Feller	10
Nathan Frickel	13
Kelsie Dolman	14
Stacy Lawver	19
Isaac Manders	19
Barbara Murphy	27
Angela Brennan	29

FROM THE OFFICE

BRENDA LAWVER, PAYROLL & OFFICE SUPPORT COORDINATOR

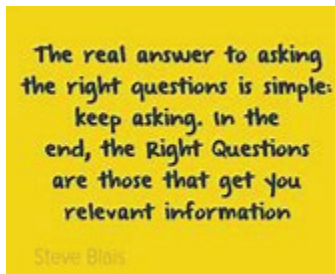


Some of these questions may sound familiar from past articles, but they are questions I am still frequently asked. Questions are always encouraged. If you aren't sure, don't hesitate to ask! It is very probable someone else has the same question. Here are answers to the most-asked questions, along with a couple things to remember.



Can I make up my missed time anytime during the two-week pay period?

No. First, any schedule deviation must be approved in advance by your supervisor. Second, the time you work must occur during the same work week as the time you missed. A work week starts on Sunday and ends the following Saturday.



Can I use AWOP if I have vacation or personal leave available?

Not as a general rule. "AWOP will be granted on a very limited basis and is intended as the exception and not the rule". Please see pages 29-30 in your employee handbook for more details.

When can I sign up for the 401K?

You become eligible on your 1-year anniversary, if you worked at least 1,000 hours in the past year and are 21 years of age. Once you become eligible, you can start contributing the first pay period of the following month. You can update your contribution the first pay period of any month. You can sign up at www.netbenefits.com or contact Tarra Grazley-Pfister at TTG Financial Services (406-256-6112 or tarra@ttgfinancial.com).

When does my pay raise go into effect?

Your pay raise will go into effect the first full pay period after your anniversary date. If your anniversary date is August 9, your raise would go into effect August 18 and show on your Sept. 6 paycheck.

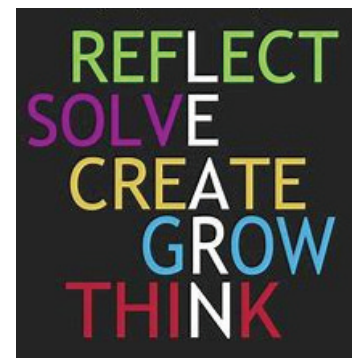
How early can I punch in so the clock doesn't round down?

You can punch in 6 minutes before the quarter hour (e.g. 5:54, 6:09, 6:24, 6:39, etc.) This is different than it was with the pre-M1 timeclock system.

Who do I need to inform about my address change if I move?

You can let either Human

Resources or Payroll know. We will ask you to sign a Payroll Change Notice form and we will update your address in all the necessary areas.



When do I need to let Payroll know about changes that affect my paycheck (changes to direct deposit accounts, W-4 withholdings, address changes, etc.)?

You need to inform Payroll of any changes by the last Friday of the pay period. Payroll is processed and submitted to the bank the Monday or Tuesday morning of each new pay period.

I didn't realize I forgot to clock in until I tried to clock into a Work Order. What should I do?

Go ahead and clock in. Notify your supervisor and fill out a Schedule Deviation Request form as soon as possible.

I didn't realize I forgot to clock in until I went to clock out. What should I do?

Life is a question,
to live it positively is the answer.

-Samar Sudha

FROM THE OFFICE (CONTINUED)

Go ahead and clock in and then out. Notify your supervisor and fill out a Schedule Deviation Request form as soon as possible. Do the same thing if you forget to clock out, then notice it when you try to clock in.

How do I check my hours for yesterday, today or this week?

Select your name in M1 Shop Floor Entry Screen, then click on the audit report button in the top-right corner of the screen (Figure 1). Enter your password (Figure 2). You will see three options to choose from; select the option you prefer. Next, select Previews (Figure 3).

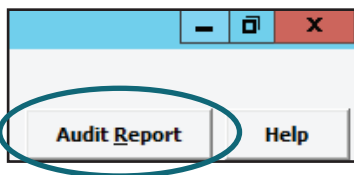


Figure 1

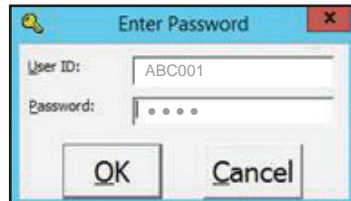


Figure 2



Figure 3

HOLIDAY PAY REMINDER

Even though it feels like summer has just started, there are only a few weeks until Labor Day! Thanksgiving and Christmas shutdown aren't too far behind. Remember, ***"if you are absent for any part of your last scheduled shift before a holiday, or first scheduled shift after a holiday, for any reason other than approved paid company leave, you will not receive holiday pay"*** (if you were scheduled to work). Please keep this in mind when scheduling time off.



WEDDING DAY

- ☒ Date
- ☒ Dress
- ☒ Flowers
- ☒ Cake

... so many things to plan for your special day! Don't forget to let Payroll know or mark your Schedule Deviation Request form. ***"As a wedding gift from WPG, any employee married after completion of the probation period will be given one paid wedding holiday."***

SCHEDULE DEVIATION FORMS

If you are planning to use any personal leave or vacation in the current week, please try to get any Schedule Deviation Request forms turned into payroll as soon as possible. If an employee is leaving during their work shift, please make sure they complete a form before they leave the building. If the supervisor wants to hold onto it until the employee gets back so they can fill in the time, that's fine. At least **get one started before they leave** because quite often you both get busy and it gets forgotten.

There are 3 ways to access a Schedule Deviation Request Form:

1. Fill it out **online** at wpgteam.com and email it directly to your supervisor.
2. Fill it out **electronically** and print or email it to Payroll once it has been approved by your supervisor. (\\JUMBO\\Everyone\\ScheduleDeviationRequestForm.pdf)
3. Fill out the paper version and turn it into Payroll once it has been signed by your supervisor.



NEW EMPLOYEES



BARBARA MURPHY
Marketing



KYLE GROSSMAN
Molding



LES FISCHER
Safety & Training



CHEYENNE KRAFT
Frame Assembly



HIGHWAY CLEANUP

Thursday, August 8th

WELLNESS BLOOD DRAW DATE TBD

LABOR DAY HOLIDAY

Monday, September 2nd

WOODY OPEN GOLF CLASSIC

Saturday, September 21st

UNITED BLOOD SERVICES BLOOD DRIVE

Thursday, November 14th

THANKSGIVING HOLIDAY

Thursday-Friday,
November 28th-29th

CHRISTMAS/ ANNUAL SHUTDOWN

Wednesday - Wednesday,
December 25, 2019 -
January 1, 2020

DONATE BLOOD



NEW SAFETY & TRAINING SPECIALIST

Wood's Powr-Grip welcomes Les Fischer as Safety and Training Specialist, a newly created position that assists WPG employees in developing their skills through education programs, as well as helping them stay safe in the workplace.

"I am very excited to be a part of the WPG Team," says Les. "I also want to thank Katie and the Wood's family for this wonderful opportunity."

Les grew up in Billings and graduated from West High in 1991. He moved to Butte in 2014 to complete the Occupational Safety and Health degree he began at Montana Tech in 1994. In between that time, he worked in the road construction trade, allowing him the opportunity to see much of the United States.



Les enjoys all that the great state of Montana has to offer and riding his motorcycle whenever the situation presents itself. Feel free to stop by his office any time and say hello.

PROCESS ENGINEERING UPDATES

TREVER PANKRATZ, PROCESS ENGINEERING MANAGER

It's been a busy year for our department so far again. The implementation of our new ERP system has had us busy from the get-go. Getting everything set up so the system works like it should has been a challenge, but I think we're on the right track. Through a lot of trial and error, we have started to gain ground on how the system should work. Now comes the process of getting the proper processes in place so that everyone is doing things the "right way" at the "right time" and everything works as it was designed to do. Unfortunately there's more "busy work" for some, but hopefully it will make things more clear so that we are working on the right things at the right time, and we will know how efficient our processes are by monitoring job costing. This will allow us to focus our efficiency improvements where they are needed most.

Aside from M1, as most of you know, our lean department has taken a hit with the departure

of Sam; we wish him the best with his new bicycle shop in Billings. Allison has been out on maternity leave since May; she had twin boys! But she will be joining us again part time, starting in late August. We worked Cary too hard — so he left us recently, too. He may be

**We welcome
any feedback
you may have
on the 5S
audit system**

back in the fall or winter, if his schedule allows.

We are getting a dedicated tablet for the paperless 5S audits, since that seems to be working well. Not only is it less work for us, it also gives better visibility to the failures with the ability to take pictures — this lets you know where to focus

efforts in your department when looking for opportunities to improve. We welcome any feedback you may have on the 5S audit system, and we will get training scheduled soon for new employees.

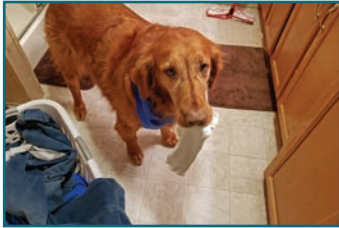
We will be shifting some focus onto the molding room, which currently is our bottleneck. We have an old press in the building next door that is tore down; we have ordered some components to get it up and going soon. Once complete, it should give us the capacity to run 4 more cavities. But, unfortunately, we need to shut down our large Alsop machines for some necessary maintenance, as one of the cylinders is leaking hydraulic fluid continuously. This will be a setback for a while, so we need to get ahead on 8" pads as quickly as possible before we do this. This project will be a group effort between Engineering, Process Engineering, Maintenance, Molding and Machining. Hopefully it all goes smoothly.

2019 PHOTO CONTEST ENTRIES

STACY LAWVER, GRAPHIC DESIGN AND VISUAL PRODUCTION

This year's photo contest marked the 10th Annual WPG Employee Photo Contest! We had 27 employees participate with 114 entries. Thank you all who participated! **Congratulations to Kelly, Amanda and Sharon for taking home the cash prizes!**

Start planning for next year's contest! Entries will be due Wednesday, July 8th, but remember you can turn in your photos anytime between now and the deadline.



TONY STORY



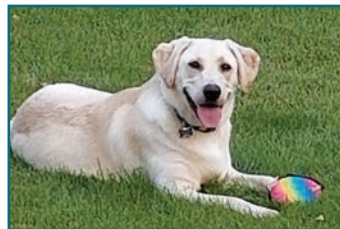
SHELBY ELMORE



MIKE LONGBOTTOM



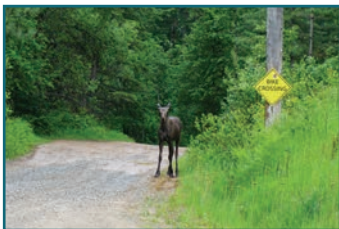
MIKE LONGBOTTOM



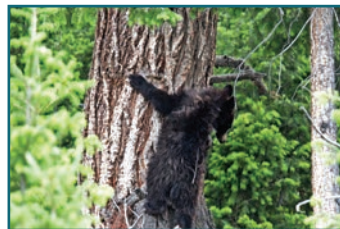
JODI SCHREINER



JODI SCHREINER



KELLY KOONTZ



GARY BOND



GARY BOND



GARY BOND



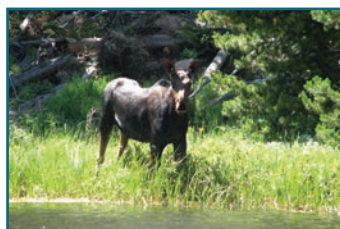
ERIN CALHOUN



LEE ANN WOOD



SHARON KRUG



MIKE LONGBOTTOM



SHARON KRUG



SHARON KRUG



PATTI FYFE



ASPEN RYDER



CHAD MCNEESE

Duathlon (Run-Bike-Run)

1st PLACE
in Men's Overall

1st PLACE
in Age Division



WAY TO GO CHAD!!

LACEY THOMPSON

Triathlon (Swim-Bike-Run)

2nd PLACE
in Age Division



WAY TO GO LACEY!!



BARB MURPHEY



PATTI FYFE



PATTI FYFE



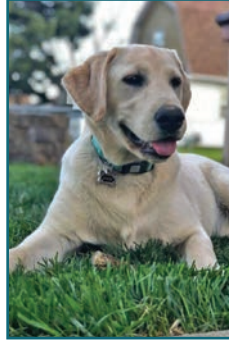
PATTI FYFE



DANIEL MEUCHEL



ERIN CALHOUN



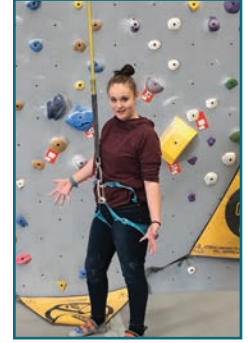
JODI SCHREINER



JOSHUE EICKHOFF



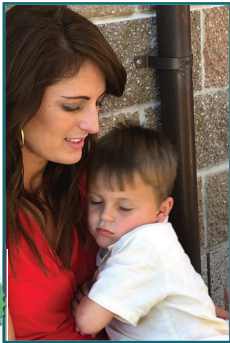
JODI SCHREINER



STACY LAWVER



JODI SCHREINER



LEE ANN WOOD



AMANDA WILKEY



LEE ANN WOOD



CURTIS HARTMAN



BYRON LARUE



SHELBY ELMORE



JUSTIN SMITH



LEE ANN WOOD



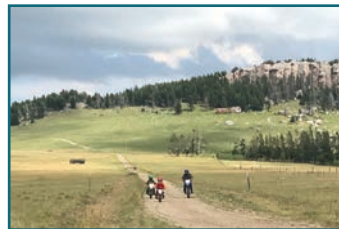
HOLLY ANDERSON



HOLLY ANDERSON



BRENDA LAWVER



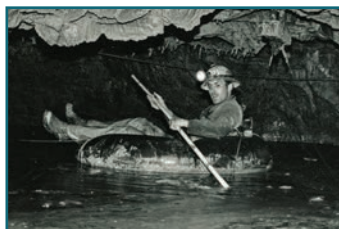
LACEY THOMPSON



SHARON KRUG



SHARON KRUG



KEVIN WILSON



PATTI FYFE



DANIEL MEUCHEL



LACEY THOMPSON



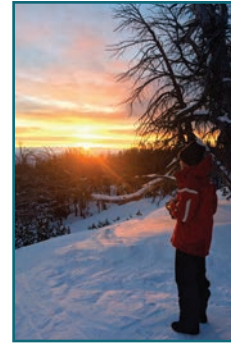
LACEY THOMPSON



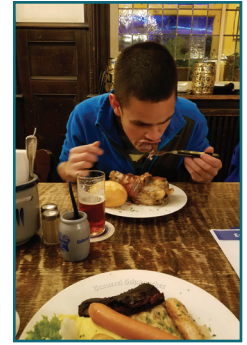
KEVIN WILSON



DANIEL MEUCHEL



DANIEL MEUCHEL



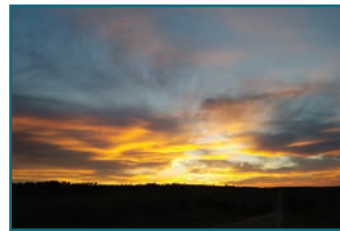
JOSHUE EICKHOFF



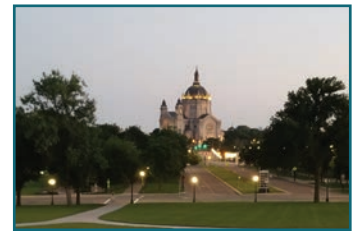
SHARON KRUG



SHARON KRUG



ANNETTE SAUBY



GORDON RYDER



MIKE LONGBOTTOM



JODI SCHREINER



JODI SCHREINER



ASPEN RYDER



GARY BOND



BARB MURPHY



GARY BOND



ASPEN RYDER



PATTI FYFE



JUSTIN SMITH



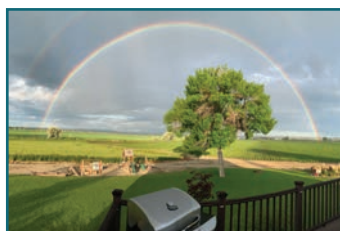
HOLLY ANDERSON



STACY LAWVER



LEE ANN WOOD



HOLLY ANDERSON



GORDON RYDER



BYRON LARUE



GORDON RYDER



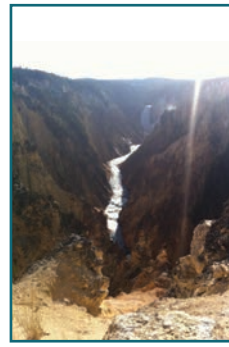
JUSTIN SMITH



JODI SCHREINER



ERIN CALHOUN



ERIN CALHOUN



LACEY THOMPSON



BARB MURPHY



PATTI FYFE



SHELBY ELMORE



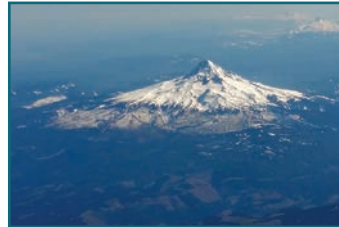
MIKE LONGBOTTOM



PATTI FYFE



ASPEN RYDER



GARY BOND



FLO YAEGER



BYRON LARUE



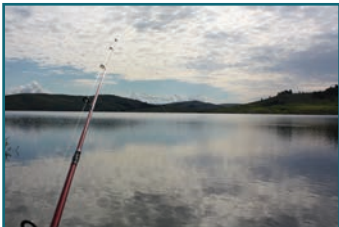
BYRON LARUE



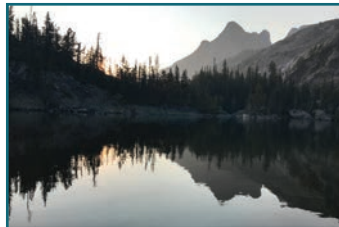
BRENDA LAWVER



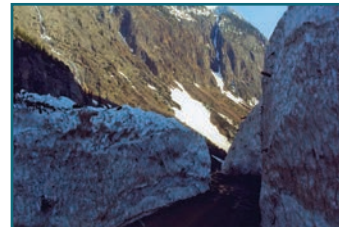
BRENDA LAWVER



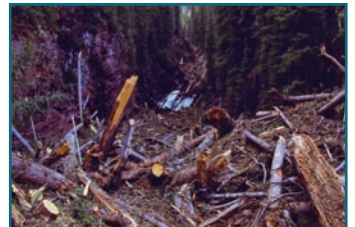
STACY LAWVER



LACEY THOMPSON



KEVIN WILSON



KEVIN WILSON



MARTY PETERSON



KELLY KOONTZ



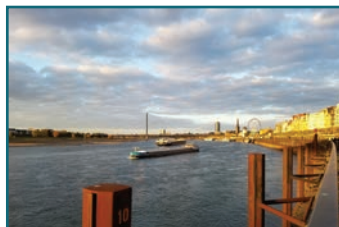
DANIEL MEUCHEL



DANIEL MEUCHEL



DANIEL MEUCHEL



JOSHUE EICKHOFF



ERIN CALHOUN



KELLY KOONTZ



LACEY THOMPSON MIKE LONGBOTTOM KEVIN WILSON KELLY KOONTZ BARB MURPHY



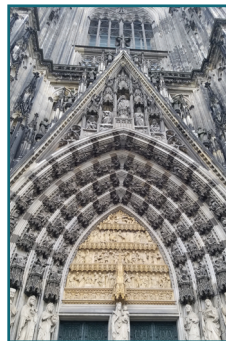
SHELBY ELMORE



JUSTIN SMITH



SHELBY ELMORE



JOSHUA EICKHOFF

locomotion
fitness
center

HOURS OF OPERATION:

MON: 5:30AM-9PM
TUES: 5:30AM-9PM
WED: 5:30AM-9PM
THUR: 5:30AM-9PM
FRI: 5:30AM-8PM
SAT: 8AM - 6PM
SUN: 8AM - 6PM

406-628-8387

122 1st Avenue
South
Laurel, MT

FREE!



Make Your Sports Physical Appointment TODAY!

Visit ebms.com or miCareclinic.com

or call

1-866-888-8035

****For Health Plan Members Only***



Wood's Powr-Grip employees are able to purchase passes to the Laurel Locomtion Fitness Center. The passes are **\$10 for 10 sessions**, and can be purchased at the fitness center.

NOW HIRING

MACHINING

1 Full-Time Night
Production Technician

FRAME ASSEMBLY

1 Full-Time
Production Technician

HAND CUP ASSEMBLY

2 Full-Time Production
Technicians

ENGINEERING

1 Full-Time Drafter



Know someone who would
be a perfect fit for WPG?

With our **Employee
Referral Program**, you can

**EARN UP TO
\$200**

for each referral who is
successfully hired!

See HR or wpgteam.com
for more information



From: Chris Ferret [mailto:CFerret@bagatelos.com]
Sent: Tuesday, July 9, 2019 1:37 PM
To: Holly Anderson <hollya@wpg.com>
Subject: RE: ETP Training Form

Thanks Holly!!

On behalf of all of us here at Bagatelos that
attended your repair shop, I just want to say

that the class was awesome. You guys over there
at Wood's upheld the utmost professionalism and
provided all of us with warm hospitality and valuable
information. With the knowledge that we gained
from attending your class, we have now identified/
repaired leaks on 3 different DC3 MRTA8's! The trip
to Montana was well worth our time, and we just
want to give you guys a big thank you!

Have a great day!

Christopher Ferret
Bagatelos Architectural Glass Systems
Bagatelos.com



Slots fill up fast!
See Katie W. to
sign up!

A graphic for the Woody Open Golf Classic. It features a white golf ball on a green tee, with a golf club head visible behind it. The background is a green field with a yellow sky. The text 'Woody Open' is written in a large, white, cursive font, and 'GOLF CLASSIC' is written in a smaller, white, sans-serif font below it.

**Woody Open
GOLF CLASSIC**

LOCATION: COLUMBUS STILLWATER GOLF COURSE
DATE: SATURDAY, SEPTEMBER 21, 2019
FORMAT: SCRAMBLE
TEE TIME: 9:00 A.M. SHOTGUN START (please arrive by 8:30 AM)

WPG hosts an annual golf tournament - the Woody Open Golf Classic!
Employees are invited to bring friends and family for a day of fun on the golf course.

Important Information:

- Players compete in teams of 4
- Each team must have at least one WPG employee
- Each player takes a tee shot
- For shots after the tee, players shoot from the best shot of the last turn
- The team score is the total of the best shots
- 2 beverage tickets and 1 sack lunch per golfer are provided



This is a friendly reminder
that the Highway Cleanup
is scheduled for this
THURSDAY, JULY 8TH
AT 5:00 PM. The more
people the quicker the
cleanup. Afterwards
everyone is invited to Pizza
Hut to enjoy some pizza,
wings, breadsticks, soda
and beer!

Please sign up at reception
so we can let Pizza Hut know
approximately how many
people to expect.

2020 HOLIDAY CLOSURE & SHUTDOWN SCHEDULE

JAN 1	WEDNESDAY	NEW YEAR'S DAY
APRIL 10 & 13	FRIDAY & MONDAY	GOOD FRIDAY & EASTER MONDAY
MAY 25	MONDAY	MEMORIAL DAY
SEPT 7	MONDAY	LABOR DAY
NOV 26-27	THURSDAY-FRIDAY	THANKSGIVING
DEC 24, 2020 (THURS.) - JANUARY 3, 2021 (SUNDAY) WINTER SHUTDOWN		

Note: The last day of work before Winter Shutdown will be Wednesday, December 23, 2020. Off 11 days - Thursday, December 24, 2020 through Sunday, January 3, 2021. Return to work on Monday, January 4, 2021.]

HOLIDAY CLOSURES

If an employee is scheduled to work on a posted holiday, they will receive the day off and the paid holiday benefit for that day. If an employee is not scheduled to work on a posted holiday, they will not receive the paid holiday benefit.

All full-time employees who are employed as of January 1, 2020 and work the entire calendar year of 2020 will receive 80-hours of paid holiday for 2020. Reduced-hour full-time employees, regular part time employees, and employees who have not worked the entire year, will receive a proportional number of holiday hours based on their scheduled work hours in 2020.

WINTER SHUTDOWN

The number of paid holiday hours an employee will receive during the winter shutdown will be determined by the number of paid holiday hours they received prior to the shutdown. Each employee will be paid the balance of any eligible hours of paid holiday remaining for the year, during the shutdown, taking into account their full-time, reduced full-time, or proportional part-time status.

Vacation or Personal Leave may be used to cover any non-paid days/hours during the winter shutdown. Employees who do not have sufficient paid leave must take the remaining days/hours as approved time without pay.

MON-FRI (8 HOUR DAYS)	MON-THU (10 HOUR DAYS)	TUE-FRI (10 HOUR DAYS)
7 Holidays before Shutdown	5 Holidays before Shutdown	4 Holidays before Shutdown
3 Holidays during Shutdown (12/24-12/15; 12/28)	3 Holidays during Shutdown (12/24; 12/28-12/29)	4 Holidays during Shutdown (12/24-12/25; 12/29-12/30)
3 UNPAID days during Shutdown (12/29-12/31)	2 UNPAID days during Shutdown (12/30-12/31)	1 UNPAID day during Shutdown (12/31)
Use 1 2021 Holiday (Fri. 1/1/21)	No Fri. 1/1 Paid Holiday 2021	Use 1 2021 Holiday (Fri. 1/1/21)